

CALIFORNIA TAHOE CONSERVANCY

1061 Third Street
SOUTH LAKE TAHOE, CA 96150
(530) 542-5580



Special Use Application for Long Term Projects and Uses (More than 5 Days) of California Tahoe Conservancy Land

This application is for projects and uses requiring a permanent easement, or long-term lease or license on Conservancy land. In general, Conservancy lands are acquired and held for open space values. As such, special use requests are infrequently granted. All requests must comply with California Tahoe Conservancy Special Use Guidelines before they will be considered. Please review these Guidelines before submitting an application and attachments.

1. Name of Requesting Entity: _____
2. Party and Title authorized to execute agreement: _____
Contact Person: _____
3. Phone number(s) of Contact Person: _____
(Circle one) Home - Office - Cell: _____
4. E-mail address of Contact Person: _____
5. Mailing address of Requesting Entity: _____

6. Assessor's Parcel Number(s) of requested Conservancy land(s): _____

a. Street name of requested Conservancy land(s): _____
b. Closest cross-street name(s): _____
7. General Description of the requested Lease/License/Easement: _____

8. List any tools or equipment proposed for use on the site(s) _____

9. Start date of requested use: (mm/dd/yy) _____
10. End date of requested use: (mm/dd/yy or "Perpetuity") _____
11. Additional information: _____

Required attachments (Each attachment must be labeled with the appropriate attachment number 1-6):

1. **Description and Purpose of the Easement/License.** Specific language describing proposed use of the land which the Requesting Entity proposes for inclusion in the Lease/License/Easement itself. If the proposed use is for a non-permanent improvement, such as a monitoring well, a description of the method of installation and removal should be included.

2. **Include a parcel map.** Include parcel map(s) depicting the parcel(s) in question / project area.
3. **Include any other pertinent maps.** Include maps depicting the Lease/License/Easement area or other encumbrances.
4. **Provide TRPA issued evidence of IPES/Bailey score.** This score is needed for requested parcel of use.
5. **CEQA Compliance Information.** Include information on what, if any, CEQA analysis the Requesting Entity intends to complete. This includes reference to categorical or statutory exemptions if applicable.
6. **Permits required for proposed project.** Provide list of other needed permit(s) and date applied for each permit.

If applicable, information requested in items 7 – 9 below may be required after a Special Use Request has been submitted and reviewed by the Conservancy. This information must be provided before the Lease/License/Easement can be prepared. Staff will notify requesting entity if such information is required and the timeframe for providing information.

7. **List of all easements already held by the requesting entity which exist on the parcel(s) in question and supporting documentation (i.e., title report or actual easements).** Include the following recording information: recording date, document number, book number, page number. (This information should be available in a title report).
8. **List of all easements held by any other person/entity which exist in the requested easement area.** (This information should be available in a title report).
9. **Legal description of the proposed Lease/License/Easement area and matching engineered map.**

Timelines for Special Use Requests

- Complete requests must be submitted at least **3 months prior** to a Conservancy Board meeting in order to be included on the Board Meeting Agenda (staff will inform Requesting Entity whether or not Board authorization is required – see Conservancy Special Use Guidelines for more information).
- Once all required information has been submitted, Conservancy staff will contact the Requesting Entity within **15 State working days** to inform Requesting Entity whether application is complete and whether Request will be recommended for Conservancy Board approval.
- If application is determined to be complete and Request will be recommended for Conservancy Board approval, Conservancy Legal staff will require, at a minimum, **20 State working days** to complete a draft Lease/License/Easement. The Conservancy may provide this draft Lease/License/Easement to the Requesting Entity prior to Conservancy Board approval, but language in the Lease/License/Easement is subject to change, and subject to Board authorization.

Fees

- For standard requests, fees are due upon completion of the Lease/License/Easement. Please see the Conservancy Special Use Guidelines for fee information.
- If staff determines Request requires significant staff time, a deposit will be due to the Conservancy after Special Use Request has been submitted and reviewed by the Conservancy. Staff time will be charged against this deposit. A final balance will be due at the completion of this Lease/License/Easement. Please see the Conservancy Special Use Guidelines for applicable fee information.

Mail this form & attachments to:

California Tahoe Conservancy
Attn: Special Use Department
1061 Third Street
South Lake Tahoe, CA 96150